

FILED : *Mg. & Mgt.*
RETURN TO 1

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RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

26 February 1954

Chief, [REDACTED]

Chief, Records Management Branch

Discontinuation of Administrative Files as Presently Provided in
Agency Correspondence Manual and Regulation [REDACTED]

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1. The Logistics Office is now in process of revising its regulations to incorporate changes needed as a result of the transfer of the mail control function to that office. Telephone conversation with Mr. [REDACTED] Management Improvement Staff, and Colonel [REDACTED] Logistics Office, indicates that the proposed revision of their regulations will omit the present reference to the administrative files. Consequently, there should not be any need for the revision in the regulations as we had proposed some time ago.

2. If we do not receive a copy of the proposed regulations being prepared by the Logistics Office for concurrence within the next ten days, please contact Mr. [REDACTED], Logistics Office, as to this situation.

3. I am returning the attached material that you collected on the administrative files.

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Attachment